

**SELF SERVICE CENTER  
PROCESS CHECKLIST  
MODIFY ORDER OF ASSIGNMENT BY AGREEMENT**

☐ **STEP 1:** Complete the following forms:

- ***“Agreement to Modify Order of Assignment”***
- ***“Order of Assignment”***
- ***“Current Employer Information Sheet”***

☐ **STEP 2:** Make two copies\* of the ***“Order of Assignment.”*** \* *If* either party is using child support enforcement services of the state, make a **third copy** for that agency.

☐ **STEP 3:** Get the notarized signatures of all parties on the original Agreement or on a copy of the Agreement. Each party should keep a copy for their own records.

Separate your documents into three sets (four, if the IV-D Agency is involved).  
Put your documents in this order:

**Set 1 - ORIGINALS to be filed with the Clerk of Court:**

1. ***“Agreement to Stop Order of Assignment”***
2. ***“Order of Assignment”***
3. ***“Current Employer Information Sheet”***

**Set 2 - Copy for You:**

- (1) ***“Agreement to Modify Order of Assignment”***
- (1) ***“Order of Assignment”***
- (1) **Stamped Envelope**, addressed to you
- (1) ***“Order of Assignment”***

**Set 3 – Copy for Other Party:**

- (1) **Stamped Envelope**, addressed to that party
- (1) ***“Order of Assignment”***

**Set 4\* – Copy for IV-D**

**Agency:** \*only if there is an ATLAS number – if Child Support Services is a party to the case. (No envelope required for the Agency; the Court will send to them.)

**IF THE PARTIES’ ORIGINAL NOTARIZED SIGNATURES ARE ON SEPARATE COPIES OF THE AGREEMENT, FILE EACH OF THOSE SEPARATE AGREEMENTS AS PART OF YOUR SET OF “ORIGINALS” WITH THE COURT.**

☐ **STEP 4:** **GO TO THE COURT TO FILE.** Take all originals and copies.

The Court is open from 8am-5pm, Monday-Friday. **You should go to the Court at least two hours before it closes.** You may file your court papers at the Clerk of Court’s offices at the following locations:

Central Court Building  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

Southeast Court Complex  
222 East Javelina Drive, 1st floor  
Mesa, Arizona 85210

Northwest Court Complex  
14264 West Tierra Buena Ln  
Surprise, Arizona 85374

Northeast Regional Court Center  
18380 North 40<sup>th</sup> Street  
Phoenix, AZ 85032

**FILE:** Go to the Clerk of the Court filing counter to file your documents.

**FEES:** **The filing fee, as of July 10, 2003, is \$61.00.** There *may be an appearance fee of \$231.00* as well if the person filing this request has never “appeared” in the case, that is, has never filed any papers previously. The Self-Service Center and the Filing Counter have forms to request a deferral of any fees that apply.

**PAPERS:** Hand all your court papers to the court clerk along with cash, check, money order, or credit card for any fees that apply.

**MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK:**

- Your Set of Copies with the Clerk’s stamp on them. These are called “conformed” copies.

**WHAT THE COURT WILL DO:** The Court will do one of the following, based on the paperwork you submitted:

- Grant the relief you requested.
- Schedule a hearing for you and the other party to come talk to the judge about the case (if the judge has questions).
- Return your paperwork because you did not show good reason for the change requested.
- Other orders the judge thinks proper.

**STEP 5: WAIT** for the Court to let you know if the judicial officer or Clerk’s Office signed the Order or if it was set for a hearing. ***Read the Order Carefully!*** If it goes to a hearing, a conference may be scheduled and a Report, Recommendation and Order sent to the Court.

**REMINDER:**

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**DID YOU** provide **two** self-addressed, stamped envelopes so the staff can mail the decision to both parties (as listed in STEP 3, above)?

- one addressed to you;
- one addressed to the other party